

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-143

Page 1 of 4

Agency
City of Frederick

Division/Unit
Office of the Mayor/Airport

Item No	Description	Retention
1	Aircraft accident data	Retain for 5 years after final resolution or settlement of incident/complaint, then destroy
2	General correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3	Appraisals	Transmit originals to Legal Services; retain copies until updated or superseded, then destroy
4	Annual disadvantaged business enterprise	Retain for 5 years and until all audit requirements have been met, then destroy
5	Manuals/reference – Air/Space Museum, aviation fuel handling, airport noise and zoning, hazardous substances, airport lighting repairs	Retain until updated or superseded, then destroy
6	Notice to airmen (NOTAMS)	Retain for 1 year, then destroy
7	MSDS	Retain for 40 years, then destroy

Approved by Department, Agency or Division Representative

Date

Signature

Type Name

Title

Schedule Authorized by State Archivist

Date

Signature

June 21, 2001

Charles M. Abell

CHARLES M. ABELL

AIRPORT MANAGER

OCT 22 2001

Edward C. Papenfuss

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Schedule No. M-143

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Item No	Description	Retention
8	Alphabetical files – landfill info, storm water, trash removal service, airport memorials	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
9	EPA – underground storage	Retain for life of underground storage, plus 5 years and until all audit requirements are met, then destroy
10	Citizens' complaint log	Retain for 5 years, then destroy
11	Complaints	Retain for 2 years after closed or until no further activity, then destroy
12	Purchase orders	Retain for 3 years, then destroy
13	Noise abatement plan	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
14	Insurance certificates	Retain until updated or superseded, then destroy
15	Grants, copies	Retain for life of grant, plus 5 years and until all audit requirements have been met, then destroy

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. M-143

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Item No	Description	Retention
16	Special events – Airport Appreciation Day, ADPA Fly-in, air show, insurance certificates, contracts (copy), meeting minutes, costs	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
17	Payroll, copies – time sheets	Retain for 1 year, then destroy
18	Airport layout plans	Permanent. Transfer files periodically to the Maryland State Archives
19	Airport commission meeting minutes	Tapes – retain for 8 years, then reuse; paper – Permanent. Transfer files periodically to the Maryland State Archives
20	Weather station	Retain for 5 years and until all audit requirements have been met, then destroy
21	Master plan study	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
22	Work orders	Minor projects – retain for 3 years after project is completed, then destroy; major projects – retain for 30 years after project is completed, then destroy

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No	Description	Retention
23	Tenant lease files – building, property lease, hanger available, tie-down availability, correspondence	Retain for life of lease plus 4 years, then destroy
24	Project files – specs, plans, correspondence, scope of services/work, contract, work/material warranties/guarantees, "Law Mail"	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

THE
City of Frederick

2. DIVISION

3. UNIT

Airport

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Aircraft Accident Data

5. EARLIEST YEAR / LATEST YEAR

96 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Includes Incidents, Complaints,

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s) _____
☐ Microfilm Reel (s) _____
☐ Computer Tape (s) _____
☐ Other (Specify) _____
5 files
Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s) _____
☐ Microfilm Reel (s) _____
☐ Computer Tape(s) _____
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- FAA*
☒ None ☐ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain 5Y after final resolution or settlement
of incidents / Complaints*

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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1. DEPARTMENT/AGENCY

THE
City of Frederick

2. DIVISION

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

General Correspondence

5. EARLIEST YEAR / LATEST YEAR

1992 to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Letters, internal memos

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

2

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

office - airport

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes

Internal

☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

☒ None

☐ State

☐ Federal

☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (OGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7775 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY

THE
City of Frederick

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DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Appraisals

5. EARLIEST YEAR / LATEST YEAR

_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Transmit orig. to Legal Services; retain ^{copies} until updated or superseded, then destroy.

19. NAME AND TITLE OF PREPARER

B. Roberts

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY

THE
City of Frederick

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DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Annual Disadvantaged Business Enterprise

5. EARLIEST YEAR / LATEST YEAR

1994 to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

DBE - must be filed

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

4 files

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes

Legal Services, DPM

☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain for 5Y and until all audit requirements have been met, then destroy

19. NAME AND TITLE OF PREPARER

BH Roberts

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (GGS 550-1)

DEPARTMENT OF GENERAL SERVICES
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THE
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Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

NOTAMS → *NOTICE to Airmen*
(NOTAMS)

5. EARLIEST YEAR / LATEST YEAR

97 TO *present*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

" Notice to AIRMEN "
regarding obstruction to Air Space

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

3 ring binder
1

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ *A* No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS ?

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain / 4 R, then destroy

Aviation
NOTAMS

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (GGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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THE
City of Frederick

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Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MSDS

5. EARLIEST YEAR / LATEST YEAR

_____ TO *present*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- X Binder*
☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

per law
Retain for 40Y, then destroy.

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (OGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

THE
City of Frederick

2. DIVISION

3. UNIT

Airport

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

EPA - Underground Storage

5. EARLIEST YEAR / LATEST YEAR

88 10 _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☒ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- 3 files*
☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____
Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- EPA ?*
☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain: life of underground storage, plus 5 Y, then destroy.

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PINK A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (OGS 550-1)

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RECORDS MANAGEMENT DIVISION
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THE
City of Frederick

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Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Citizens Complaint Log

5. EARLIEST YEAR / LATEST YEAR

98 to present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

2 files

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain 5 yrs, then destroy.

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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1. DEPARTMENT/AGENCY

THE City of Frederick

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Airport

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Complaints

5. EARLIEST YEAR / LATEST YEAR

93 to present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Month(s) ☐ Year(s)
Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain 2.7

closed or no further activity, then destroy

19. NAME AND TITLE OF PREPARER

Charles Akell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7775 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

THE
City of Frederick

2. DIVISION

3. UNIT

Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Purchase Orders

5. EARLIEST YEAR / LATEST YEAR

93 to *present*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

1 file

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain 3 yrs, then destroy

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PINK A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (RGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

THE
City of Frederick

2. DIVISION

3. UNIT

Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Noise Abatement Plan

5. EARLIEST YEAR / LATEST YEAR

_____ to present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Correspondence, Reference material
draft of program; Citizens Advisory -*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- 1/4 drawer*
☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____
Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Review Annual

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

Charlie Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (RGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7775 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

THE
City of Frederick

2. DIVISION

3. UNIT

Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Insurance Certificates

5. EARLIEST YEAR / LATEST YEAR

95 to present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☒ Other (Specify) *Random*

9. VOLUME

- 6 files*
☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain until updated or
Superseded, then destroy*

19. NAME AND TITLE OF PREPARER

Charles Akell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PINK A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

Airport

3. UNIT

Airport

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Grants, copies

5. EARLIEST YEAR / LATEST YEAR

1994 to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Orig. to Leg. Ser.
7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____
Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☒ State ☒ Federal ☒ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain life of Grant, plus 5Y, then destroy.

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PINK A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (OGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7775 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

THE
City of Frederick

2. DIVISION

3. UNIT

Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Payroll, copies

5. EARLIEST YEAR / LATEST YEAR

1998 TO *2000*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Time sheets, copies

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

1 file

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain 1Y, then destroy

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (GSA 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7775 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

THE
City of Frederick

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3. UNIT

Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Layout
Airport Plans

5. EARLIEST YEAR / LATEST YEAR

1980⁵ to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

None.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

2 Rolls

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes *Engineering - met* ☐ No
current

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain Permanently. Transfer plus decal to
the md State Archives*

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PINK A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7775 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

THE
City of Frederick

2. DIVISION

3. UNIT

Airport

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Airport Commission Mtg. Minutes

5. EARLIEST YEAR / LATEST YEAR

1990 TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____
144
Number *Comp. Tapes*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number _____

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Tapes - Retain for 84, then reuse.
Paper - Retain permanently; transfer periodically to
the Md State archives.*

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

THE
City of Frederick

2. DIVISION

3. UNIT

Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Weather Station

5. EARLIEST YEAR / LATEST YEAR

1992 TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Maintenance, Calibration & repair records, inspections

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain 54 and until all audit requirements have been met, then destroy.

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (GGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

THE
City of Frederick

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Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Master Plan Study

5. EARLIEST YEAR / LATEST YEAR

1998 TO 2017 Plan Book

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☒ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

3 boxes
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Perm

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/02

INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

THE
City of Frederick

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Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Work Orders

5. EARLIEST YEAR / LATEST YEAR

1987 TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Building Maintenance, ~~Lighting & associated equipment~~

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

1

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Minor projects - 3 y after completed
Major projects - 30 y after completed

19. NAME AND TITLE OF PREPARER

Charles Abel

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

3. UNIT

Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Tenant Lease File

5. EARLIEST YEAR / LATEST YEAR

1970's TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Bldg. Property Lease, Manager avail., tie down availability, Comm.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

6

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ☐ Month(s) ☐ Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☒ Yes *Fin. Dept. - Copies* ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain life of lease + 4 yrs., then destroy.

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
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1. DEPARTMENT/AGENCY

City of Frederick

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Airport

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Project Files

5. EARLIEST YEAR / LATEST YEAR

1992 TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Includes Specs, Plans, Codes, Scope of Services/Work, Contract, Work/^{material}warranties/guarantees "Law Mall"

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

6

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PINK A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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1. DEPARTMENT/AGENCY

THE
City of Frederick

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Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Special Events

5. EARLIEST YEAR / LATEST YEAR

1992 to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Airport Appreciation Day, AOPA Fly-in, Air Show, etc.

*Includes Insurance Certif., Contracts (cops),
meeting minutes, costs*

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

Charles Abell

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW
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THE
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Airport

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Alphabetical Files

5. EARLIEST YEAR / LATEST YEAR

92 to present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Landfill for
Storm Water
Trash Removal Service
Airport Memorials*

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number *1/2*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Review Ann

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

BH Roberts

20. TELEPHONE NUMBER

21. DATE

10/6/00

INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GGS 550-1)

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Airport

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Manuals / Reference

5. EARLIEST YEAR / LATEST YEAR

92 to present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Air / Space Museum
Aviation Fuel Handling
Airport Noise & Zoning
Hazardous Substances
Airport Lighting Repairs*

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

3 Ring Binders

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____
8 shelves
Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION *Retain until*

updated or superseded, then destroy

19. NAME AND TITLE OF PREPARER

Charlie Abell

20. TELEPHONE NUMBER

21. DATE

10/6/02